

# Travel Reimbursement Request Form

Submit to: Front Desk  
 Department of Pharmaceutical Sciences  
 147 BSA, Irvine, CA 92697-3958

Traveler's Name: \_\_\_\_\_

Account Name or Number to be Charged: \_\_\_\_\_

**Information on Individual Receiving Reimbursement:**

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Social Security # (if not UCI Employee): \_\_\_\_\_

US Citizen?:  Yes  No

Purpose of Trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date/Time/Location of Departure: \_\_\_\_\_ Date/Time of Return: \_\_\_\_\_

**SUMMARY OF EXPENSES (fill in all that apply):**

Airline/Airfare Cost: \_\_\_\_\_

Personal Millage: \_\_\_\_\_

Agency/Car Rental Cost: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Organization/Registration Fees: \_\_\_\_\_

Liability Insurance?:  Yes  No

**Please fill in amounts expended for each day in appropriate categories outlined below.  
 Per Diem rates (meals and incidentals) are capped at \$46 per day.**

| Date                                      | City                                      | Meals                                     | Hotel                                     | Phone                                     | Mileage<br>\$.505/mile                    | Parking                                   | Taxi/<br>Shuttle                          | TOTAL                                     |
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Explanation/Remarks:

(additional space for detail is available on back if necessary)

Total Amount to be Reimbursed: \_\_\_\_\_

The above is a true statement of travel expenses incurred by me on official University business on the date(s) shown and I have attached original receipts for all expenses.

Traveler's Signature: \_\_\_\_\_

**ORIGINAL RECEIPTS ARE REQUIRED AT ALL TIMES**

**Please tape small receipts to 8 1/2 x 11 sheet of paper. Please do not staple.**

Get more from <http://www.getforms.org>

## TRAVEL POLICIES

Complete University Travel Policies, Procedures, and Information is available at  
<http://www.abs.uci.edu/depts/acctg/travel.html>

Below is a summary that addresses the most frequently asked questions.

### Documentation Requirements

Original receipts that show method of payment are required for the following:

Airfare - Original passenger receipt from back of ticket book is sufficient EXCEPT WHEN TICKET IS:

1. Electronic or ticketless - receipt must be requested from airline when placing reservation.
2. Consolidated or Discount Ticket - need passenger receipt AND invoice/itinerary from travel agency or copy of credit card statement showing itemized expense.

Car Rental

Lodging (itemized express check-out statement showing form of payment is acceptable)

Non-Local Transportation

Miscellaneous receipts (e.g., taxi, parking, copying, tips, meals, etc.)

Conference Registration forms are only required to pay the conference directly or to reimburse the traveler for registration fees paid out-of-pocket. Registration forms are no longer required with the travel voucher if paid previously by the University.

Reimbursements to Non-U.S. Citizens - copy of I-94 and passport showing appropriate visa stamps are required. Note: Federal Government regulations restrict payments and reimbursement of expenses on some visa types?some do not allow payments of any sort. Please verify visa type of traveler and consult with Financial Services before travel takes place and before committing to reimburse any expenses.

### Per Diem for Domestic Travel

(information on Foreign Per Diem rates can be obtained by contacting the Financial Services office or via the web at <http://www.state.gov/www/perdiems/index.html>)

*Hotel*<sub>1</sub>: travelers are still to take the most economical rate available even though the \$200/day maximum was lifted)

*Meals & Incidentals*<sub>2</sub>: Maximum: \$46.00 (Itemize meal expenses)

### PM and arrival after 7 PM

If travel time does not include overnight stay (between 7AM - 8PM), the traveler should not claim meals. In the case of partial day reimbursement resulting from mid-day departure and arrival times, breakfast can be claimed if traveler leaves their home before 7 AM and arrival after 9 AM; lunch - departure before 11 AM and arrival after 2 PM; dinner - departure before 5 PM.

NOTE: business meals for which traveler is requesting reimbursement for group food & beverage expenses will be processed separately and requires submission of a list of attendees and a statement of business purpose. University Policy allows such meals to be reimbursed at entertainment rates as follows on a per person basis: breakfast \$15; lunch \$25; dinner \$40; refreshments \$10.

### Rental Car Agreements

The University has rental car agreements with Alamo, Avis, Budget, Hertz, and National which allow University travelers to get good rates and free liability coverage when renting a vehicle. To obtain contracted rates you need to reference the University's corporate ID # when placing reservations (see below). The traveler is responsible for obtaining liability insurance when renting a vehicle from a company other than the ones listed. Note: some credit cards provide automatic liability coverage for rental vehicles; however, the American Express Corporate Card does not.

| <u>Rental Car Company</u>  | <u>UCI Corporate ID#</u> |
|----------------------------|--------------------------|
| Alamo Rent A Car           | 421554                   |
| Avis Rent A Car System     | A/A 1288-02              |
| Budget Rent A Car Corp     | T449010                  |
| Hertz Corporation          | 72105                    |
| National Car Rental System | 5400324                  |

For additional information on rental agreements and associated rental rates, see:

<http://www.abs.uci.edu/depts/acctg/disburse/rentalcar.html>

Additional Remarks:

<sup>1</sup> Phone calls on hotel bill will be treated as personal unless otherwise noted by writing "business call "(s) on hotel bill. Omit personal charges from itemization above.

<sup>2</sup> Per Diem: itemize individual expenses